

Beginning Work Group Activity

1. Charter
2. Formality
3. Membership
4. Products
5. Processes
6. Tools
7. Structure
8. Roles
9. Initial frequency

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1. Membership
 - Management support thru education
 - Training
 2. Future growth of WG use
 - Market to ESMD
 - Invite “Graybeards” access to PBMA
 - Improve efficiency
 3. Charter
 - Include why it is valuable to the interdisciplinary audience
 - Cover expectations
 - Why it is unique
 4. Formality (1-10)
 - Structure (8)
 - Process (6): external links, archive approval
 - Discussion (3)
 5. Members
 - Open to entire NAI community
 - After member registers, go in and add university affiliation and photo, current activities
 - Audience members and speakers
 - Need approval
 6. Products
 - PowerPoint slides
 - Archived video file
 - Real-time IT feedback
 - Discussions
 - Abstract
 - Metrics, follow-up
 - Other publications
 - URLs
 - Polls
 7. Processes
 - Post abstract and articles

- Post announcement/ calendar
 - Production work pre/post
 - What is PBMA related?
 - Individual responsibilities
 - i. Speaker
 1. Slides
 2. articles
 3. seed dialog
 - ii. Producer
 1. marketing
 2. announce Q&A
 - iii. Audience
 - iv. Calendar
 - v. Post archive
 - Audience identification on live event
8. Tools
- File sharing
 - Calendar
 - Polls
 - Discussion
 - Announcements
 - Members/database
 - External link in toolbar to Webex
9. Structure
- Based on seminar title/date
 - Attendee list with links (metric too)
10. Roles
- Speaker
 - Producer
 - Audience
 - Academic mentor
 - Reviewer/promoter
 - Contact @site recording questions
11. Frequency
- Seminars 2x month plus special events
 - Evaluation
 - i. 1st time assessment
 - ii. 2nd time evaluation of corrections
 - iii. 3rd evaluation if necessary
 - iv. 4th if necessary
12. Speaker
- Provide abstract and articles
 - Capture questions
 - Monitor discussion immediately after
 - Provide bio/CV

13. IT Contact

- Capture audience #'s
- Questions from audience

14. Producer

- Mine for nuggets
- Post questions after post slides
- Updates to old talks w/new publication

15. Audience

- Evaluate the tools/tech
- Post questions
- Answer questions